



**Angelo State University**  
**Operating Policy and Procedure**

**OP 06.23: Tenure and Promotion Standards and Procedures**

**DATE:** August 1, 2017 {Effective Fall 2017}

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish the system, rules, and procedures by which tenure-track and tenured faculty members achieve tenure and rank promotions.

**REVIEW:** The OP shall be reviewed every three years or as needed by the Provost and Vice President for Academic Affairs (PVPAA) and the Faculty Select Committee. This policy may be amended only by action of the Board of Regents of the Texas Tech University System.

**POLICY/PROCEDURE**

This policy describes the process by which members of the faculty employed in a full-time tenure-track position at Angelo State University apply for academic tenure and/or promotion. Consistent with ASU Operating Policies 52.02, 52.03, and 52.15, and in line with federal and state law, faculty members are protected during this process from discrimination on the basis of race, religion, gender, sexual orientation, age, national origin, and/or disability. This policy is implemented upon approval of the Board of Regents. All tenure-track and tenured faculty members are subject to this policy's applicable provisions and procedures including those not addressed in any former policy. The tenure of faculty members who have attained tenure under prior policies at ASU shall not be adversely affected by amendments to this policy.

**1. Expected Career Progression for Tenure-Track Faculty Members**

- a. Tenure-track faculty members are expected to follow a standard timeline for career progression which includes academic tenure and academic rank promotions.
  - (1) Assistant Professor – This is the initial rank to which tenure-track faculty members shall normally be appointed. Faculty members should be aware that Assistant Professors are employed on a probationary basis. The decision to reappoint the faculty member for the following academic year is based on a review of performance as outlined in OP 06.28.
  - (2) Associate Professor – No later than the beginning of the sixth year of credited service, faculty members must apply for tenure and promotion to Associate Professor unless an exception has been granted as provided in 1.c below. This faculty rank is awarded concomitantly with a successful tenure application.

- (3) Professor – This is the final tenured faculty rank. To be awarded, a faculty member must complete a minimum of four (4) years of creditable service at the rank of Associate Professor at Angelo State University. Application for this promotion may occur at the beginning of the fifth year of service at Angelo State University. *Promotion to Professor is not guaranteed on the basis of time served.* The application process for promotion to Professor must follow the same process as the application for tenure, and shall be awarded based on evaluation of merit according to the Departmental performance criteria.
- b. If a faculty member is hired with service credit from another institution, as outlined in 4.b.3 and 4.f.4.a & b, the faculty member shall begin the tenure and promotion timeline at the point after which that credit has been applied.
- c. Exceptions to the timeline above must be approved by the faculty member's Department Chair, College Dean, the PVPAA, and the President of the University.

## **2. Definition of the College Tenure and Promotion Committee (CTPC)**

- a. The purpose of the CTPC is to evaluate candidates' applications and make an independent recommendation to the Dean of the College and the PVPAA.
  - (1) Each CTPC shall include at least four (4) eligible tenured faculty members from that College.
  - (2) Department Chairs, Deans, and Associate Deans are ineligible to serve on the CTPC.
  - (3) All departments within the College must be equally represented to the extent possible.
  - (4) If a department cannot provide the proper number of representatives to the CTPC, the Department Chair of the affected department may appoint a tenured faculty member from a department within that Department's College to serve a one-year term in order to create equal representation.
  - (5) If a College contains fewer than four (4) eligible faculty members, the Dean of the College shall invite eligible faculty members from a different College to serve a one-year term.
  - (6) Members for the CTPC shall be elected from eligible candidates as defined in this section by all tenured and tenure-track faculty in each department. Each elected member shall serve for a two-year term. Department Chairs are eligible to vote, but Deans and Associate Deans are not.
  - (7) The Dean of the College is responsible for organizing the election of the CTPC.
  - (8) No faculty member shall serve consecutive two-year terms on the CTPC, unless a consecutive term is necessary in order to meet the requirements of the CTPC as described in this section.

- (9) The Dean of the College shall call the first CTPC meeting and give the committee charge, which shall include the election of a chair. The chair shall serve for one year only and an individual faculty member may not serve consecutive terms.
- (10) If a member of the CTPC is applying for promotion, it is the candidate's responsibility to notify the appropriate Department Chair and College Dean before the date by which promotion portfolios are submitted for consideration. The College Dean shall hold a special election to replace the candidate for a one-year term. If the candidate fails to give proper notice, the candidate shall be disqualified from consideration for promotion until the following year.

### 3. Process to Establish Department-Level Performance Criteria

- a. *Each academic department shall establish, communicate, and periodically review specific and measurable performance criteria for its tenure-track and tenured faculty members.* Each department, in collaboration with the Dean of the College, is responsible for ensuring that all performance criteria are specifically stated, measurable, and aligned with the stated mission of the Department, the College, and the University. **These criteria shall be used as the standard for all performance evaluations described below.**
- b. Each Department shall follow the general process below for the creation and establishment of these performance criteria. The Department may exercise reasonable discretion to modify the following process to account for unforeseen circumstances.
  - (1) All tenured and tenure-track faculty members in the department shall be given the opportunity to participate in the process.
  - (2) The Department Chair shall appoint a tenured faculty member to distribute the current performance criteria, solicit suggested revisions from the department tenured and tenure-track faculty members, organize those suggestions, and provide a summary report to the department's tenured and tenure-track faculty members.
  - (3) The Department Chair shall call a meeting of the tenured and tenure-track Department faculty to discuss and vote upon the list of suggested changes to departmental criteria. Suggestions that receive a majority of votes will be summarized by the Department Chair and submitted to the College Dean.
  - (4) The College Dean, in collaboration with the PVPAA, shall review the submitted criteria and either approve them or return them to the Department for further revision.
  - (5) This process shall continue until the College Dean and the PVPAA approve the suggested criteria.
- c. All performance criteria must be classifiable into one of three categories as defined below. *The lists below are only guidelines that departments may use to guide the creation of their criteria. Acceptable criteria must be more specific and measurable than what is listed below.*

- (1) Teaching – This category includes criteria regarding student learning goals. These criteria may include (but are not limited to): evaluations of course content and delivery, demonstration of current knowledge in the discipline, new course design and implementation, construction of in-house textbooks and other instructional materials written for the purpose of enhancing ASU student learning, and/or student advising.
  - (2) Research and Creative Works – This category includes criteria related to the development of new knowledge, product, and/or theory in the faculty member’s discipline. By definition, work produced in this category must have demonstrable value to populations other than the University’s students. A wide variety of activities may fit into this category, some of which may be (but are not limited to): peer-reviewed print or electronic publications, non-print presentations, professional conference presentations, funded grant applications and reports, patents and other intellectual property, curatorships, and/or artistic productions and performances.
  - (3) Professional Service – This category includes criteria related to organizational citizenship, defined as service behaviors which either support the internal functioning of the University or enhance the reputation of the University in the community and region. Activities that fit into this category may include (but are not limited to): Part-time administrative duties (such as serving as a Department Chair), University committee service of all types, consultations with external organizations (paid or unpaid), invited addresses, leadership in University symposia and workshops, active membership in professional organizations and societies, and community-based activities such as serving on nonprofit boards.
- d. Department Chairs are responsible for ensuring that performance criteria are published and available to all tenured and tenure-track faculty members in the Department.
  - e. Department Chairs and College Deans shall be jointly responsible for reviewing these performance criteria to determine if they still align with the needs of students, needs of the department and the College, and the mission of the University. This review shall occur at least once every three years, but may occur more often if needed. If the criteria are determined to be in need of revision, the Department Chair shall initiate the department’s review procedures after notifying the Dean of the College. *If revisions of the criteria are not completed and approved by the College Dean and the PVPAA before the last Friday before the fall semester begins, the current criteria shall remain in place, unamendable, for the duration of that academic year.*
  - f. Revisions of department criteria may not unfairly disadvantage tenure-track faculty members by creating a situation where new standards cannot be reasonably achieved before the sixth-year tenure evaluation.

#### **4. Admission to Tenure: Timeline**

- a. The only faculty appointments that may lead to tenure are: Assistant Professor, Associate Professor, and Professor.
- b. Admission to tenure is a six-year probationary process. Unless a faculty member has been granted permission to apply for tenure at an earlier date in accordance with Section 4(e)

below, the University shall not recommend candidates for tenure prior to their sixth year of service (as calculated based on the conditions that follow):

- (1) The six-year timeline shall begin in September of the first academic year following the faculty member's appointment.
  - (2) This timeline cannot be reduced by previous appointments that were not tenure-eligible.
  - (3) A faculty member hired in possession of tenure-eligible service time at another university may request that a maximum of three (3) years of service be applied toward the required six-year probationary timeline. Approval for this request must be obtained from the faculty member's Department Chair, College Dean, and the PVPAA. The PVPAA has the right to reduce the recommended credit to fewer than three (3) years.
- c. In certain circumstances, it may be necessary to consider awarding tenure to a faculty member at the time of hire. To do so, the candidate's application materials must follow the process below. The candidate may be employed before tenure is granted, however, employment does not guarantee tenure.
- (1) The candidate's tenure application materials shall be evaluated by the tenured faculty in the relevant department. After electing a chair, the tenured faculty must vote to approve or deny a recommendation of tenure.
  - (2) The result of this vote shall be given to the (acting) Department Chair, who shall write either a concurring or dissenting opinion.
  - (3) The department's vote and the (acting) Department Chair's opinion shall be given to the College Dean, who shall write either a concurring or dissenting opinion.
  - (4) The department's vote, the (acting) Department Chair's opinion, and the College Dean's opinion shall be given to the PVPAA, who shall make a recommendation to the President.
  - (5) The President shall make a recommendation to the Board of Regents who have the sole authority to confer tenure.
- d. All time accrued in full-time service at Angelo State University while employed in a tenure-eligible position and at the appropriate rank shall count toward the six-year probationary period. Upon the request of the faculty member, the timeline may be suspended by the PVPAA after consulting with the faculty member's Department Chair and College Dean. If the request to suspend the timeline is not approved, the faculty member may file an appeal with their Department Chair or College Dean within 30 days of the PVPAA's decision. The appeal shall be heard by the PVPAA within 30 days of the appeal, and a decision shall be rendered within 14 days of the hearing. Only one such appeal shall be allowed.
- e. A faculty member may apply for permission to be evaluated for tenure and promotion before six years of service credit have been accumulated (hereafter called "early tenure"). *Permission to apply for early tenure **does not** explicitly or implicitly mean that early*

*tenure shall be granted.* The process below shall be followed to potentially receive this permission:

- (1) The faculty member shall submit a formal request for permission to apply for early tenure to the Chair of the Department by March 1. This request shall include a letter from the faculty member that summarizes the arguments for granting permission and a complete and current curriculum vitae.
  - (2) The Department Chair shall write a brief opinion of the faculty member's merit for early tenure and submit all materials to the College Dean by March 25.
  - (3) The College Dean shall write a brief opinion of the faculty member's merit for early tenure and submit all materials to the PVPAA by April 15.
  - (4) The PVPAA and the President of the University shall review the submitted materials and decide to either grant or deny permission to apply for early tenure.
  - (5) The faculty member shall receive notification of this decision by May 1. If the request to be evaluated for early tenure is approved, that evaluation shall commence in the next academic year according to the schedule of events described in this policy, Section 4(f)(3).
- f. The process for admission to tenure candidacy shall conform to the following sequence of activities.
- (1) Years One and Two - All departments are required to conduct evaluations of tenure-track faculty during Year 1 and at the beginning of Year 2 of their service. These evaluations are governed by the processes outlined in the University's annual faculty evaluation policy (see OP 06.28). The Department Chair must also meet with the faculty member as part of this process to discuss progress toward tenure and provide suggestions for improvement, according to the performance criteria set by each department.
  - (2) Year Three – Each department shall conduct a review of its tenure-track faculty during the third year of the faculty member's probationary timeline using the department's performance criteria. This procedure must include a written assessment and recommendation regarding the faculty member's progress toward tenure. If a faculty member is employed in two departments unequally (i.e., 75% in one, 25% in the other), the department containing the majority of this workload shall be responsible for the evaluation. If the faculty member is employed in two departments equally, *each department* must conduct an independent evaluation according to this procedure. This evaluation shall follow the same timeline shown in Section 9 of this document, as far as it applies.
    - (a) The Department Chair(s) shall organize a meeting of all tenured faculty members within the department(s) to evaluate third-year faculty members. The Department Chair(s) shall not participate in the meeting, but shall deliver a charge to the committee at the beginning of the first meeting.
    - (b) The participating tenured faculty members must elect an ad hoc chair for the meeting before evaluations begin.

- (c) If there are fewer than three (3) tenured faculty members eligible to participate in this meeting, the Department Chair(s) and the College Dean(s) shall collaborate to invite tenured faculty members from outside the department to participate by contacting departments within the College.
  - (d) After deliberation, the tenured faculty shall vote by anonymous ballot as to whether the faculty member(s) are making successful progress toward tenure and should be retained based on department criteria of performance. The committee chair shall submit a set of meeting minutes, redacted for anonymity, which summarizes the meeting's activities. Votes of "NO" must be accompanied by substantive comments supporting the vote. If substantive comments are not provided, the vote will not be counted.
  - (e) The decision of the tenured faculty, including all ballots and any justification for negative votes, shall be submitted to the Department Chair(s) who shall write a concurring or dissenting opinion.
  - (f) The faculty decision and the Department Chair(s)'s opinion shall be submitted to the College Dean(s), who shall render a decision regarding renewal of the faculty member's employment. However, the PVPAA and the President retain the right to overrule this decision.
- (3) Year Six – In the spring semester of the tenure-track faculty member's fifth year of service, notification of tenure candidacy shall be sent from the office of the PVPAA to the faculty member.
- (4) Exceptions to the timeline shall be made for faculty members who were hired with years of service credited to them as outlined in this section.
- (a) If one (1) year of service was credited, the evaluations at Years One and Two and the Third-Year evaluation shall correspond to Years 2, 3 and 4 of credited service.
  - (b) If two (2) or three (3) years of service were credited, the faculty member shall receive a Year One and a Third-Year Review; the Year Two evaluation shall be omitted.

It is the sole responsibility of the faculty member to prepare a portfolio in support of his/her candidacy according to the guidelines and timeline described in Sections 7 and 10 of this document, including any adjustments to the timeline approved by the PVPAA and the President of the University. If a faculty member is employed in two departments unequally (i.e., 75% in one, 25% in the other), the department containing the majority of this workload shall be responsible for the evaluation. If the faculty member is employed in two departments equally, *each department* must conduct an independent evaluation according to this process.

**The tenure candidate must receive copies of all documents that become part of the candidate's portfolio as it moves through the process.** This includes copies of signature forms from faculty committees and letters from Department Chair(s) and Dean(s). However, the original materials will not be returned to the faculty member.

The tenure candidate may elect to withdraw a portfolio at any time before it reaches the office of the PVPAA.

The candidate's documentation shall be evaluated according to the process described in Section 6.

## **5. Promotion to Professor: Timeline**

An application for promotion to Professor may be submitted by a tenured Associate Professor no earlier than at the beginning of the fifth year of service at that rank *and* according to submission deadlines published annually by the office of the PVPAA.

It is the sole responsibility of the faculty member to prepare a portfolio in support of his/her application for promotion. If a faculty member is employed in two departments unequally (i.e., 75% in one, 25% in the other), the department containing the majority of this workload shall be responsible for the evaluation. If the faculty member is employed in two departments equally, *each department* must conduct an independent evaluation.

The promotion candidate must receive copies of all documents that shall become part of the candidate's portfolio as it moves through the process. This includes copies of signature forms from faculty committees and letters from Department Chair(s) and Dean(s).

The promotion candidate may elect to withdraw a portfolio at any time before it reaches the office of the PVPAA.

The applicant's documentation shall be evaluated according to the process outlined in Section 6.

## **6. Evaluation Process for Tenure and Promotion Decisions**

a. Department Evaluation – the appropriate Department Chair(s) shall organize a meeting of the tenured faculty of the department to vote on the candidates' portfolios. If there are no tenured faculty members in the Department, tenured faculty members from other Departments within the College shall be appointed by the College Dean.

- (1) The Department Chair(s) shall not participate in the meeting or vote regarding the portfolios, but shall deliver a charge to the committee at the beginning of the first meeting. It is permissible to allow tenured faculty members to evaluate the portfolios individually in preparation for this meeting.
- (2) An ad hoc chair shall be chosen by the tenured faculty from among those members present before evaluating portfolios.
- (3) A vote by anonymous ballot shall be conducted where each tenured faculty member shall vote to approve or deny tenure.
- (4) The ad hoc chair shall tabulate the results, witnessed by the members of the committee, and complete the required form indicating the decision made (approve, deny, or tie). The committee chair shall submit a set of meeting minutes, redacted for anonymity, which summarizes the meeting's activities. Votes of "NO" must be

accompanied by written substantive comments supporting the vote. If substantive comments are not provided, the vote will not be counted.

- (5) The required forms, ballots, and justifications shall be submitted to the appropriate Department Chair(s) to complete this step. The Department Chair(s) shall also provide copies of forms and justifications to the candidate.
- b. Department Chair Evaluation – the Department Chair(s) shall review the decision of the tenured faculty for each portfolio and then write either a concurring or dissenting opinion regarding each candidate. This opinion shall be inserted into the appropriate tabs in each portfolio, a copy of which shall be distributed to the candidate. The portfolio shall then be submitted to the appropriate CTPC(s) for review.
- c. CTPC Evaluation - the CTPC(s) shall review the decision of the tenured faculty and the Department Chair(s) for each portfolio and then vote to approve or deny tenure based on its own evaluation of the portfolio against the relevant department performance criteria. Committee members may not participate in this meeting via teleconference. The College Dean may not participate in the proceedings of the CTPC.
  - (1) The vote shall be anonymous, and all votes shall be tallied in the presence of the committee members.
  - (2) The committee chair shall submit a set of meeting minutes, redacted for anonymity, which summarizes the meeting’s activities. Votes of “NO” must be accompanied by written substantive comments in support of the vote. If substantive comments are not provided, the vote will not count.
  - (3) The CTPC chair(s) shall complete the signature forms and collect the ballots and any necessary justifications, which shall all be submitted to the College Dean(s) for review.
- d. College Dean Evaluation – the College Dean(s) shall review the decision of the tenured faculty, the Department Chair(s), and the CTPC(s) for each portfolio and then write either a concurring or dissenting opinion regarding each candidate. This opinion shall be inserted into the appropriate tab in each portfolio, a copy of which shall be distributed to the candidate. The College Dean(s) must also provide a copy of the CTPC forms and justifications to the candidate at this time. The portfolio shall then be submitted to the PVPAA for review.
- e. PVPAA Evaluation – the PVPAA shall review the decision of the tenured faculty, the Department Chair(s), the CTPC(s), and the College Dean(s) for each portfolio. The PVPAA shall add a memo indicating approval or disapproval of each candidate for inclusion into the portfolios, and then submit all documentation for the President’s approval.
- f. President’s Evaluation – the President shall make recommendations for tenure and /or promotion to the Board of Regents based on personal judgment of the candidate’s portfolio and also on the results of the evaluative process described above. *Only the Board of Regents may award tenure.*

## 7. Guidelines for the Construction of Tenure and Promotion Portfolios

All tenure and promotion portfolios shall be contained in a hardcover binder with tabs separating each section from the others. *It is the responsibility of the faculty member to provide enough plastic page covers to accommodate the letters and other documentation that will be added during the evaluation process. No other documentation beyond what is listed below shall be considered during portfolio evaluations.*

The original documentation generated by the tenure and promotion process, including ballots, meeting minutes, inserted letters and all faculty-submitted materials shall be archived in the office of the PVPAA. Faculty members may request from the PVPAA access to the original documentation.

### Tenure and Promotion Portfolio Guidelines

- a. The tab identifying the first section shall be labeled “Forms”. The following items must be included:
  - (1) PVPAA letter indicating tenure eligibility for probationary faculty or a signed form indicating the applicant has completed four (4) years of credited service at the Associate Professor rank and is therefore eligible for promotion to Professor
  - (2) An empty plastic cover to allow for the insertion of the completed Department-level recommendation form
  - (3) An empty plastic cover to allow for the insertion of the completed CTPC-level recommendation form
- b. The tab identifying the second section shall be labeled “Department Criteria”. *It is the responsibility of the faculty member to insert a copy of the approved Departmental performance criteria into this section so that they may be referenced during the review process.*
- c. The tab identifying the third section shall be labeled “PVPAA’s Memo”.
- d. The tab identifying the fourth section shall be labeled “Dean’s Letter”.
- e. The tab identifying the fifth section shall be labeled “Department Chair’s Letter and Annual Evaluations”. In addition to the Department Chair(s) signed letter, an official, signed copy of each annual faculty evaluation must be included.
- f. The tab identifying the sixth section shall be labeled “Curriculum Vitae”. This section shall include a complete version of the candidate’s CV, including work that was performed at another university for candidates hired with service credit.
- g. The tab identifying the seventh section shall be labeled “Teaching Effectiveness”. The following items must be included:
  - (1) Summary course evaluation reports (IDEA reports) for all classes taught at ASU during the relevant period (probationary period or period since last promotion).

- (2) A personal essay describing the ways in which the candidate's teaching knowledge and skills have developed positively during the relevant period, how this has translated into outcomes, and how these outcomes meet the Department's performance criteria. The essay should reference qualitative evidence of teaching and advising effectiveness beyond what is reflected on the IDEA reports.
- h. The tab identifying the eighth section shall be labeled "Scholarly Activity". The following items must be included:
    - (1) A list of all specific scholarly works and achievements completed during the candidate's relevant period (probationary period or period since last promotion).
    - (2) A personal essay describing the ways in which the candidate's scholarly activity has developed positively over the relevant period, how this has translated into outcomes, and how this work meets the Department's performance criteria. The candidate should narratively describe the development of his/her scholarly activities so that the reader may see how the activity reflected in the CV has contributed to the candidate's professional growth.
  - i. The tab identifying the ninth tab shall be labeled "Professional Service". The following items must be included:
    - (1) A dated list (bulleted or numbered) of service activities completed during the candidate's relevant period (probationary period or period since last promotion).
    - (2) A personal essay describing in detail these relevant service activities, how these activities have contributed to the mission of the University and to the candidate's professional development, and how these activities meet the Department's performance criteria.

## **8. Termination Rules and Procedures for Grievance**

- a. Faculty may be involuntarily separated from their employment with the University in the following ways:
  - (1) Termination with immediate effect - this is defined as an immediate revocation of the current employment appointment for a non-tenured tenure-track faculty member.
  - (2) Non-reappointment - this is defined as the University's refusal to offer further employment to a non-tenured tenure-track faculty member beyond the end of the current employment appointment.
  - (3) Denial of tenure - this is defined as termination as a result of a failed tenure candidacy. The tenure-track faculty member shall receive a terminal appointment for the next academic year before the termination takes full effect.
  - (4) Revocation of tenure and termination with immediate effect - this is defined as an immediate revocation of both tenure status and employment with the University for a tenured faculty member.

- b. Tenure-track faculty members who are denied tenure with the University may appeal according to the process outlined in OP 06.29 (Faculty Non-Reappointment and Tenure Revocation).
- c. The revocation of tenure by the University from a tenured faculty member shall automatically initiate a review process as outlined in OP 06.29 (Faculty Non-Reappointment and Tenure Revocation).

## **9. Procedures for Policy Review and Revision**

This section describes the procedure by which this operating policy may be amended. No other amendments may be made outside of this procedure.

- a. The Faculty Select Committee (FSC) shall consist of two (2) members from each undergraduate college, elected by the tenured and tenure-track faculty in an election administered by the office of the PVPAA and the President of the Faculty Senate. The representatives from each college may not come from the same department. The election must be designed such that a remedy exists in case the election results violate this rule.
- b. The office of the PVPAA is responsible for calling the initial meeting of the Faculty Select Committee (FSC) to begin the revision process.
- c. The chair of the FSC shall convene the committee regularly to review the current operating policy and make a list of recommendations for revision, which shall then be submitted to the office of the PVPAA.
- d. The initial list of recommendations shall be submitted for review to the Faculty Senate through the office of the PVPAA. The Faculty Senate shall produce a list of suggested changes, attach this list to the original recommendations, and return the documents to the PVPAA.
- e. All documentation shall be submitted for review to the Department Chairs through the office of the PVPAA. The Department Chairs shall produce a list of suggested changes and attach this list to the original recommendations and the suggestions of Faculty Senate. All documentation shall then be returned to the office of the PVPAA.
- f. All documentation shall be submitted for review to the Deans' Council through the office of the PVPAA. The Deans' Council shall produce a list of suggested changes and attach this list to the original recommendations, the suggestions of the Faculty Senate, and the suggestions of the Department Chairs. All documentation shall then be returned to the office of the PVPAA.
- g. The office of the PVPAA shall return all lists of suggested changes to the chair of the FSC. The FSC shall meet to integrate the suggested changes into a new draft, which shall be returned to the office of the PVPAA and cycled through the approval sequence described in this section.
- h. When a draft of the policy has been approved by all stakeholders, it shall be submitted to the President of the University for approval and then to the Board of Regents.

[Major Revision: Approved by the Texas Tech University Board of Regents May 19, 2017]

- i. If, after three (3) complete cycles of revision, a consensus has not been reached regarding revisions to this policy, the PVPAA shall appoint an *ad hoc* committee composed of three (3) representatives from the Faculty Senate and three (3) representatives from the Deans' Council to reach consensus.

**10. Generic Calendar for Tenure/Promotion Workflow**

- a. The University shall evaluate faculty members for tenure and/or promotion according to the following timeline if at all possible.
- b. The office of the PVPAA may make reasonable adjustments to this timeline to account for unforeseen circumstances that make it untenable. Any adjustments made shall apply to all candidates under evaluation and may not be used to selectively advantage or disadvantage a particular candidate. Adjustments must also be approved by the President of the University.

**Generic Tenure/Promotion Calendar**

<b>Process Step</b>	<b>Target Date</b>	<b>2017-2018 (Example)</b>
Portfolio Submitted	3 <sup>rd</sup> Friday, Fall Semester, 5pm CST	September 15, 2017
Department-Level Evaluation Completed	6 <sup>th</sup> Friday, Fall Semester, 5pm CST	October 6, 2017
Chair's Recommendation Completed	8 <sup>th</sup> Friday, Fall Semester, 5pm CST	October 20, 2017
CTPC-Level Evaluation Completed	10 <sup>th</sup> Friday, Fall Semester, 5pm CST	November 3, 2017
College Dean's Recommendation Completed	12 <sup>th</sup> Friday, Fall Semester, 5pm CST	November 17, 2017
PVPAA's Recommendation Completed	15 <sup>th</sup> Friday, Fall Semester, 5pm CST	December 8, 2017
President's Recommendations Sent to BoR	In time for March BoR Meeting	January, 2018

Attachment A: [Tenure/Promotion Portfolio Requirements](#)

Attachment B: [Form 1, Candidate Eligibility](#)

Attachment C: [Form 2, Department Recommendation](#)

Attachment D: [Form 3, College Committee on Tenure and Promotion Recommendation](#)

Attachment E: [IDEA Course Summary Report](#)